

Confirmation

Expense report number T4899867 for 619.30 has been submitted to FACEY, BRYAN for approval.

Expense Report T4899867

AA

 **TIP** Hint: Print in landscape format to include all displayed information. Use your browser Back button to exit the printable page view.

Submission Instructions

- * Print this page, sign and attach all required receipts.
- * Forward this page with the original receipts to your specified approver.
- * Your approver will be notified, requesting approval for this expense report.
- * Upon approval, a notification will be sent to you and the expense report will be ready for payment.



EMPLOYEE SIGNATURE

Total Approved Kilometers / Kilometres totaux approuvés : 1994



Total Kilometers on this claim / Nombre de kilometres sur cette demande : 1280








General Information

| | | | |
|---------------|----------------------------------|--------------------------|---------------------|
| Name | MICHAUD, MARC (ED3491115) | Original Receipts Status | Not Required |
| Expense Dates | 01-OCT-2013 - 30-OCT-2013 | Report Submit Date | 04-NOV-2013 |
| Org | 2076 | Report Total | 619.30 CAD |
| Purpose | October | Reimbursement Amount | 619.30 CAD |
| Approver | FACEY, BRYAN | | |











Expense Lines **Weekly Summary** **Approval Notes [0]**

Per Diem Expenses

| Start Date | End Date | Number Of Days | Expense Type | Justification | Reimbursable Amount (CAD) | Details |
|-------------|-------------|----------------|--------------|---------------|---------------------------|---|
| 01-Oct-2013 | 01-Oct-2013 | 1 | Lunch in NB | | 10.50 |  |
| 03-Oct-2013 | 03-Oct-2013 | 1 | Lunch in NB | | 10.50 |  |

| | | | | | | | |
|--------------|-------------|--|---|-------------|--|--------------|---|
| 18-Oct-2013 | 18-Oct-2013 | | 1 | Lunch in NB | | 10.50 |  |
| 21-Oct-2013 | 21-Oct-2013 | | 1 | Lunch in NB | | 10.50 |  |
| 22-Oct-2013 | 22-Oct-2013 | | 1 | Lunch in NB | | 10.50 |  |
| 23-Oct-2013 | 23-Oct-2013 | | 1 | Lunch in NB | | 10.50 |  |
| 24-Oct-2013 | 24-Oct-2013 | | 1 | Lunch in NB | | 10.50 |  |
| 28-Oct-2013 | 28-Oct-2013 | | 1 | Lunch in NB | | 10.50 |  |
| 30-Oct-2013 | 30-Oct-2013 | | 1 | Lunch in NB | | 10.50 |  |
| Total | | | | | | 94.50 | |

Mileage Expenses

| Start Date | End Date | Location From | Location To | Justification | Trip Distance | Mileage Rate | Reimbursable Amount (CAD) | Details | Original Receipt Required | Receipt Missing |
|--------------|-------------|---------------|--------------|---------------|-----------------|--------------|---------------------------|---|---------------------------|-----------------|
| 01-Oct-2013 | 01-Oct-2013 | Grand Falls | Edmundston | Edmundston | 132(Kilometers) | 0.41 | 54.12 |  | | |
| 03-Oct-2013 | 03-Oct-2013 | Grand Falls | Plaster Rock | Plaster Rock | 80(Kilometers) | 0.41 | 32.80 |  | | |
| 10-Oct-2013 | 10-Oct-2013 | Grand Falls | Woodstock | Woodstock | 242(Kilometers) | 0.41 | 99.22 |  | | |
| 18-Oct-2013 | 18-Oct-2013 | Grand Falls | Edmundston | Edmundston | 132(Kilometers) | 0.41 | 54.12 |  | | |
| 21-Oct-2013 | 21-Oct-2013 | Grand Falls | Plaster Rock | Plaster Rock | 80(Kilometers) | 0.41 | 32.80 |  | | |
| 22-Oct-2013 | 22-Oct-2013 | Grand Falls | Plaster Rock | Plaster Rock | 80(Kilometers) | 0.41 | 32.80 |  | | |
| 23-Oct-2013 | 23-Oct-2013 | Grand Falls | Plaster Rock | Plaster Rock | 80(Kilometers) | 0.41 | 32.80 |  | | |
| 24-Oct-2013 | 24-Oct-2013 | Grand Falls | Woodstock | Woodstock | 242(Kilometers) | 0.41 | 99.22 |  | | |
| 28-Oct-2013 | 28-Oct-2013 | Grand Falls | Plaster Rock | Plaster Rock | 80(Kilometers) | 0.41 | 32.80 |  | | |
| 30-Oct-2013 | 30-Oct-2013 | Grand Falls | Edmundston | Edmundston | 132(Kilometers) | 0.41 | 54.12 |  | | |
| Total | | | | | | | 524.80 | | | |

